



HELP FOR NON-ENGLISH SPEAKERS

If you need help to understand the information in this policy, please contact Orchard Park Primary School on 03 5947 9100 or orchard.park.ps@education.vic.gov.au.

PURPOSE

The purpose of this policy is to explain to our school community the non-delegable duty of care obligations that all staff at Orchard Park Primary School owe to our students and members of the school community who visit and use the school premises.

POLICY

“Duty of care” is a legal obligation that requires schools to take reasonable steps to reduce the risk of reasonably foreseeable harm, which can include personal injury (physical or psychological) or damage to property. The reasonable steps that our school may decide to take in response to a potential risk or hazard will depend on the circumstances of the risk.

Our school has developed policies and procedures to manage common risks in the school environment, including:

- Bullying Prevention
- Yard Duty and Supervision
- Camps and Excursions
- First Aid
- Child Safe Standards
- Emergency Management
- Volunteers
- Visitors
- Working with Children and Suitability Checks
- Occupational Health and Safety
- Child Safety Responding and Reporting Obligations Policy and Procedures (incl Mandatory reporting)

Orchard Park Primary School acknowledges we are required to take reasonable precautions to prevent the abuse of a child by an individual associated with the organisation while the child is under the care, supervision or authority of the organisation.

Staff at our school understand that school activities involve different levels of risk and that particular care may need to be taken to support younger students or students with additional needs. Our school also understands that it is responsible for ensuring that the school premises are kept in good repair and will take reasonable steps to reduce the risk of members of our community suffering injury or damage because of the state of the premises.

School staff, parents, carers and students are encouraged to speak to the principal to raise any concerns about risks or hazards at our school, or our duty of care obligations.

DUTY OF CARE POLICY

External Providers

Staff at our school acknowledge that, as our duty of care is non-delegable, we are also required to take reasonable steps to reduce the risk of reasonably foreseeable harm when external providers have been engaged to plan for or conduct an activity involving our students. Our *Visitors Policy* and *Camps and Excursions Policy* include information on the safety and care of our students when engaged with external providers. Our school also takes steps to ensure student safety when they are engaging in off-site learning programs with external providers, such as when students are participating in sports coaching. Our School will follow all applicable Department of Education and Training policy and guidelines in relation to off-site learning and will ensure that the safety and welfare of the students engaging in these activities is paramount.

COMMUNICATION

The school principal has responsibility and oversight of this policy, and the policy will be communicated to the whole school community in the following ways:

- Available publicly on school website.
- Discussed at staff meetings/briefings as required.
- Included in the induction process and handbook for all new staff, including casual relief staff and volunteers.

FURTHER INFORMATION AND RESOURCES

- Policy and Advisory Library: [Duty of Care](#)
- Bullying Prevention Policy
- Camps and Excursions Policy
- Child Safe Policy
- Emergency Management Plan
- First Aid Policy
- Child Safety Responding and Reporting Obligations Policy and Procedures (incl Mandatory reporting)
- Volunteers Policy
- Visitors Policy
- Working with Children and Suitability Checks
- Yard Duty and Supervision Policy

POLICY REVIEW AND APPROVAL

Policy last reviewed	02/09/2024
Approved by	Nathan Jagoe - Principal
Next scheduled review date	Before September 2028